



Employee Self Service My Pay

This document is being provided for training purposes and is subject to further edits, corrections and/or modifications.

Contents

Compensation History - Quick Guide	2
View Paycheck - Quick Guide.....	2
Paycheck Modeler - Quick Guide	2
Voluntary Deductions - Quick Guide	2
Direct Deposit - Quick Guide	3
W-4 Tax Information USA - Quick Guide	3
View W-2/W-2c Forms - Quick Guide	4
W-2/W-2c Consent - Quick Guide	4
W-2 Reissue Request USA - Quick Guide.....	4
Compensation History - Detailed Guide	5
View Paycheck - Detailed Guide	6
Paycheck Modeler - Detailed Guide.....	7
Voluntary Deductions - Detailed Guide	8
Direct Deposit - Detailed Guide.....	9
W-4 Tax Information USA - Detailed Guide	11
View W-2/W-2c Forms - Detailed Guide	11
W-2/W-2c Consent - Detailed Guide	12
W-2 Reissue Request USA - Detailed Guide	12

Compensation History – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the Compensation History link to view your compensation history
 - Select a date listed under “Date of Change” to view your previous annual salary, change amount and change percent

View Paycheck – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the View Paycheck link to view your paycheck
 - Select View Paycheck under the “View Paycheck” column to view general, tax data, paycheck summary, before and after tax deductions, employer paid benefits and net pay distribution information

Paycheck Modeler – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the Paycheck Modeler to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholdings status.
 - To start you must acknowledge and agree that you understand the Paycheck Modeler usage terms and conditions.
 - Complete steps 1-6 to view results

Voluntary Deductions – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the Voluntary Deductions link to review, add or update your voluntary deductions information

- Select “Add Deduction” and enter
 - Type of Deduction (required field)
 - Select whether deduction is a flat amount or percent (required field)
 - Enter amount or percent to be deducted (required field)
 - Take deduction until I reach this goal amount
 - Enter deduction start date (required field)
 - Enter deduction stop date, then click on Submit

Direct Deposit - Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the Direct Deposit link to review, add or update your direct deposit information
- Select Checking under “Account Type” to view your bank information and distribution instructions
- Select the pencil icon to edit your bank information and distribution instructions, then click on Submit
- Select the trash can icon to remove your account type information
- Select “Add Account” to create a new direct deposit information, then click on Submit

W-4 Tax Information USA - Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the W-4 Tax Information USA link so that your employer can withhold the correct federal income tax from your pay
 - Complete areas under W-4 Tax Data and Claim Exemption, then click on Submit
 - You may also click on “Official Form W-4” to view the official W-4 form at the irs.gov website

View W-2/W-2c Forms - Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the View W-2/W-2c Forms link
- There are no year end forms available at this time. Please try again later.

W-2/W-2c Consent - Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the W-2 Reissue Request USA link
 - Your employer has not enabled electronic year end forms

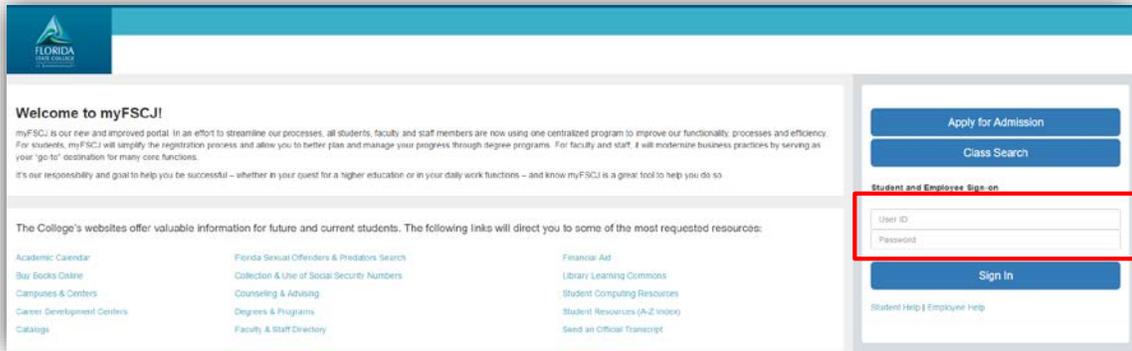
W-2 Reissue Request USA - Quick Guide

Navigation

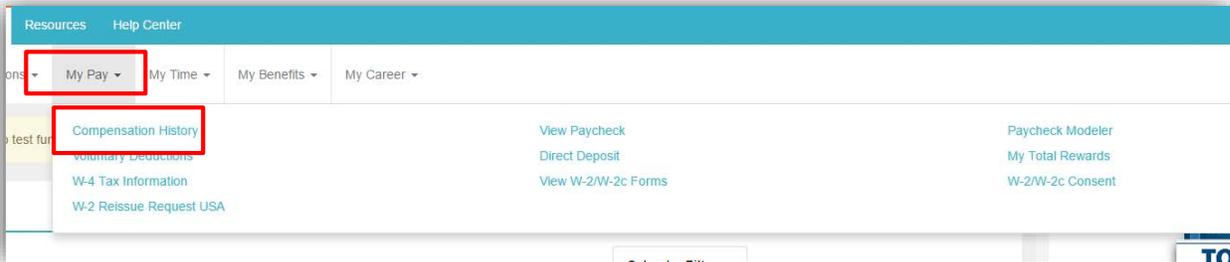
- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the W-2 Reissue Request USA link to select the year and where you want your W-2 delivered.
 - Enter a year (yyyy) in the "W2 Request for year"
 - Select from the drop down list, either "Mailing Address, Work Address, Home Address" where you want your W-2 delivered
 - Click on Submit

Compensation History - Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password



Click the My Pay Dropdown and choose the Compensation History link to view your compensation history



Compensation History

Chew Bacca

Personalize | View All | First 1 of 1 Last

Date of Change	Amount	Change	Type	Source	Currency	Job Title
04/01/2016	26,000.000		Hire	Base Salary	USD	Student Success Advisor I

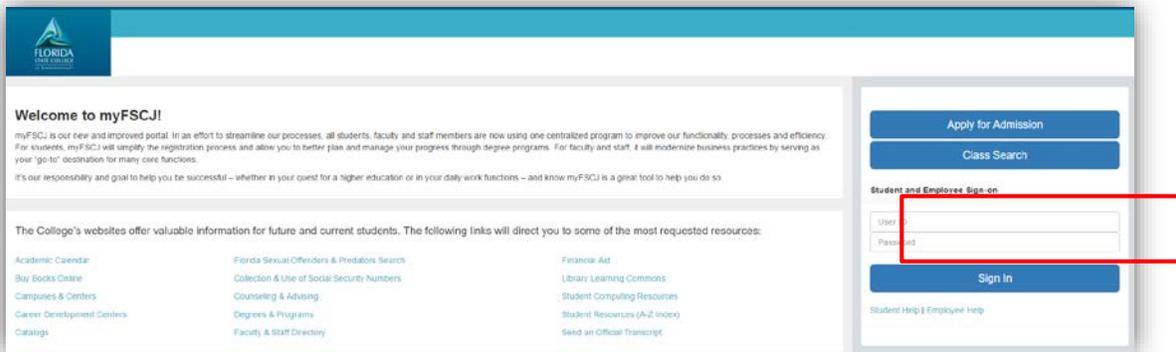
Issued Currency

Select a date listed under “Date of Change” to view your previous annual salary, change amount and change percent

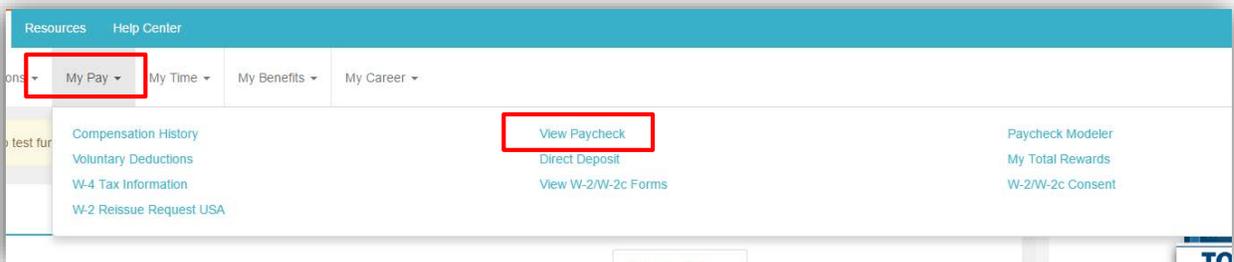


View Paycheck - Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password



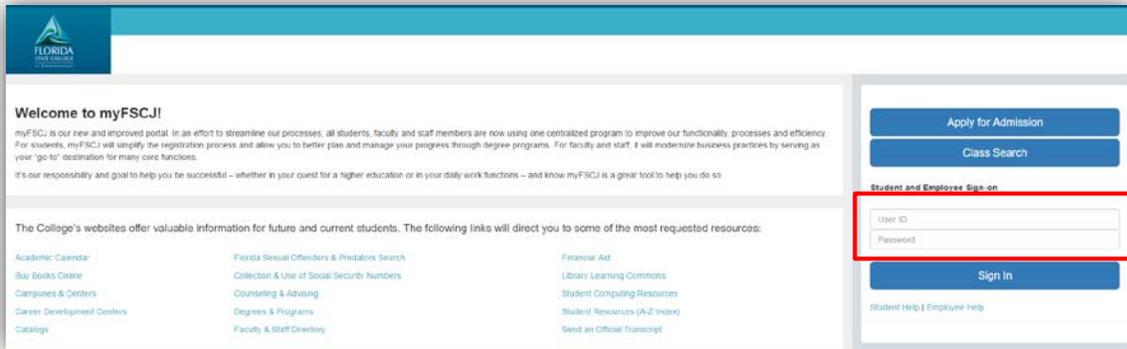
Click the My Pay Dropdown and choose the View Paycheck link



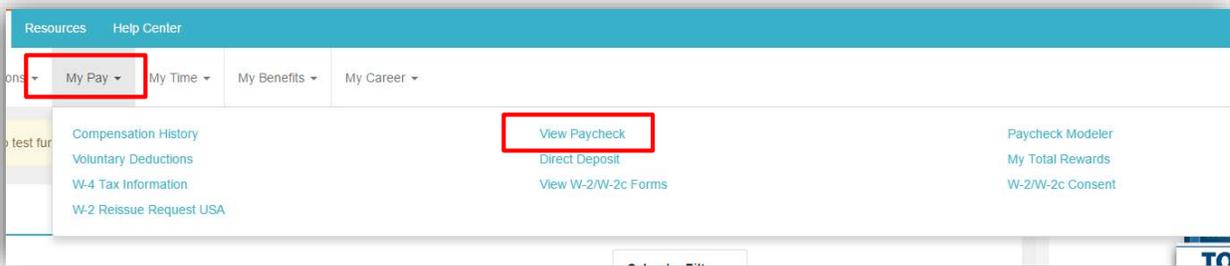
With this link you will be able to view general, tax data, paycheck summary, before and after tax deductions, employer paid benefits and net pay distribution information

Paycheck Modeler - Detailed Guide

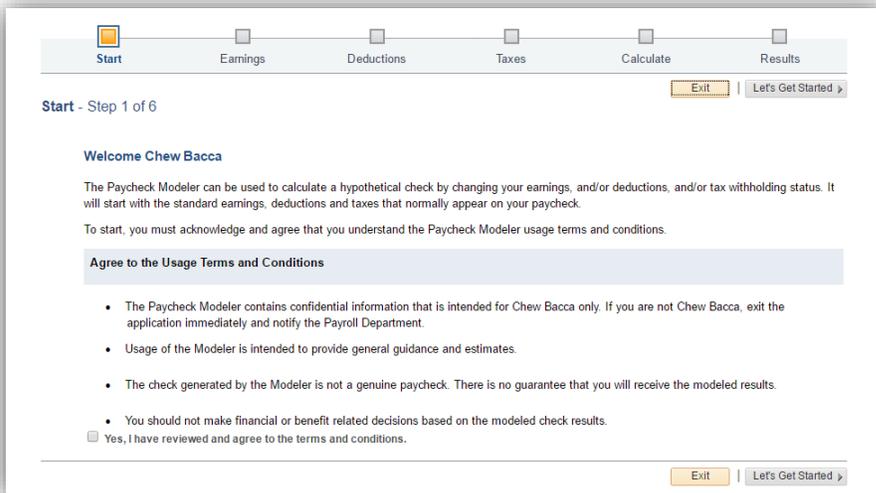
Log into MyFSCJ using your FSCJ logon ID and password



Click the My Pay Dropdown and choose the Paycheck Modeler link

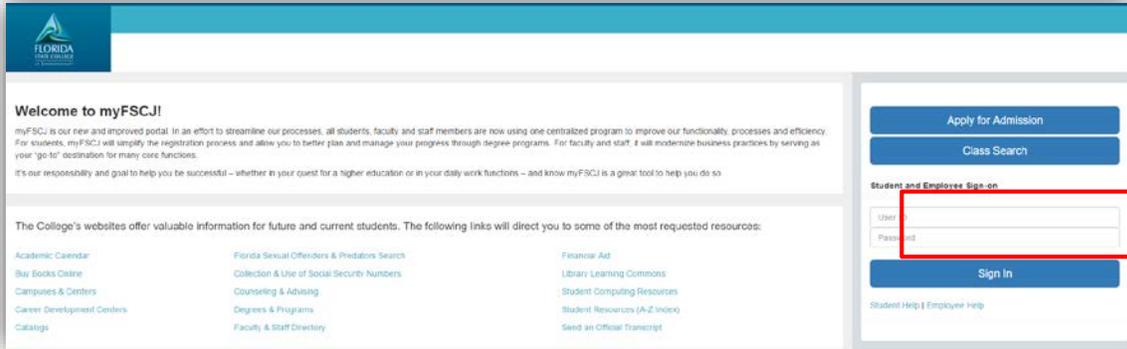


Calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholdings status. you must acknowledge and agree that you understand the Paycheck Modeler usage terms and conditions. Then, complete steps 1-6 to view results

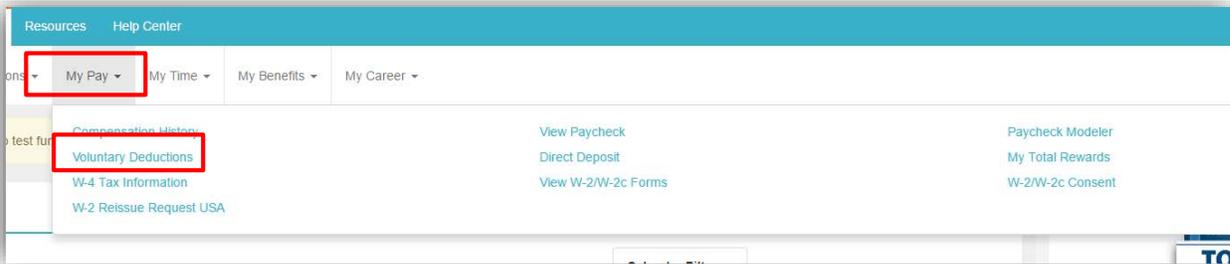


Voluntary Deductions - Detailed Guide

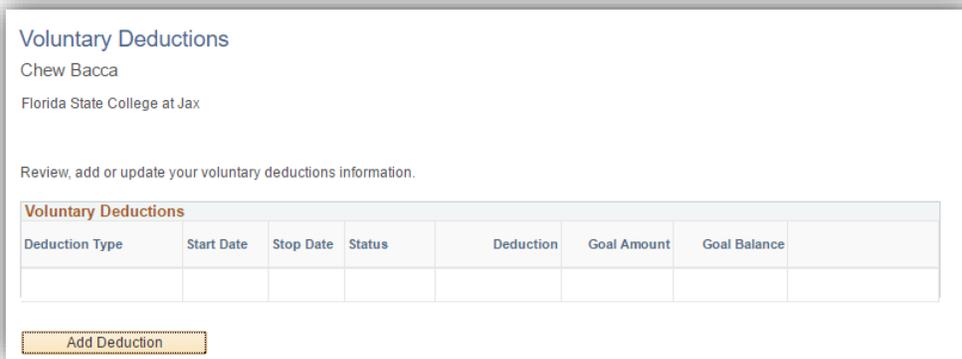
Log into MyFSCJ using your FSCJ logon ID and password



Click the My Pay Dropdown and choose the Voluntary Deductions link



Use this link to review, add or update your voluntary deductions information



Select "Add Deduction" and enter any required information

Voluntary Deductions

Add Voluntary Deduction

Chew Bacca
Florida State College at Jax

*Type of Deduction

*Select whether Deduction is a Flat Amount or Percent

*Enter Amount or Percent to be deducted

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date (example: 12/31/2000)

Enter Deduction Stop Date (example: 12/31/2000)

Current Balance 0.00

* Required Field

[Return to Voluntary Deductions](#)

Direct Deposit – Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password



Welcome to myFSCJ!

myFSCJ is our new and improved portal. In an effort to streamline our processes, all students, faculty and staff members are now using one centralized program to improve our functionality, processes and efficiency. For students, myFSCJ will simplify the registration process and allow you to better plan and manage your progress through degree programs. For faculty and staff, it will modernize business practices by serving as your "go-to" destination for many core functions.

It's our responsibility and goal to help you be successful – whether in your quest for a higher education or in your daily work functions – and know myFSCJ is a great tool to help you do so.

The College's websites offer valuable information for future and current students. The following links will direct you to some of the most requested resources:

Academic Calendar	Florida Sexual Offenders & Predators Search	Financial Aid
Buy Books Online	Collection & Use of Social Security Numbers	Library Learning Commons
Computers & Centers	Counseling & Advising	Student Computing Resources
Career Development Centers	Degrees & Programs	Student Resources (A-Z Index)
Catalogs	Faculty & Staff Directory	Send an Official Transcript

[Apply for Admission](#)

[Class Search](#)

Student and Employee Sign on

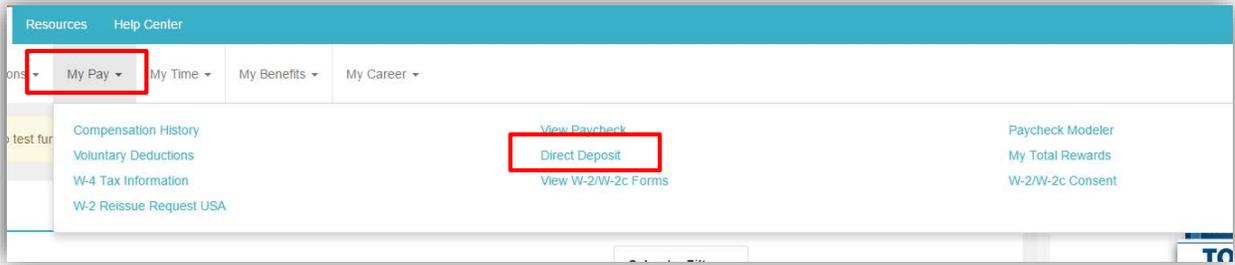
User ID

Password

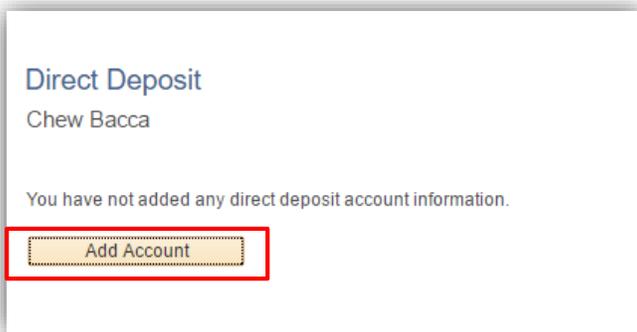
[Sign In](#)

[Student Help | Employee Help](#)

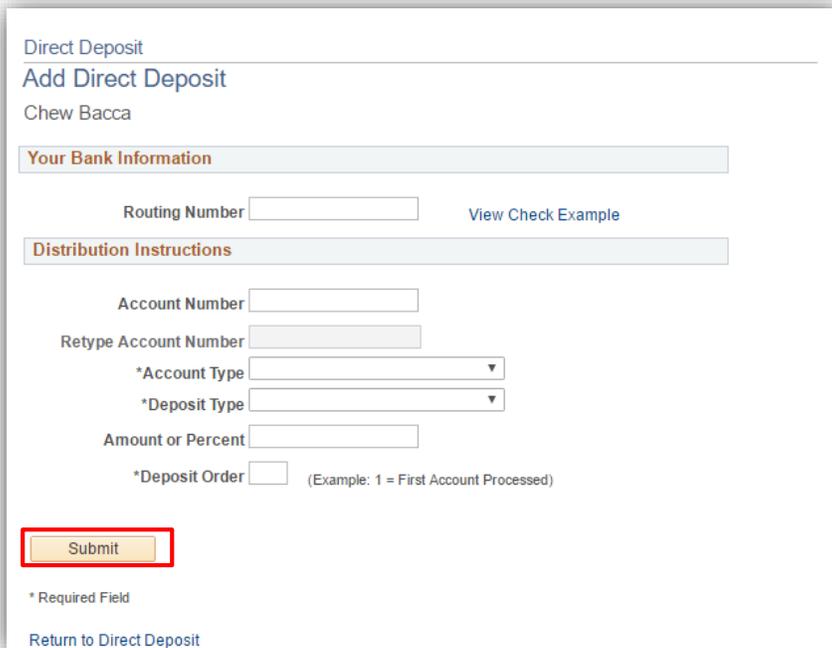
Click the My Pay Dropdown and choose the Direct Deposit link



Use the Direct Deposit link to review, add or update your direct deposit information.



Click Add Account and submit required information then click submit.

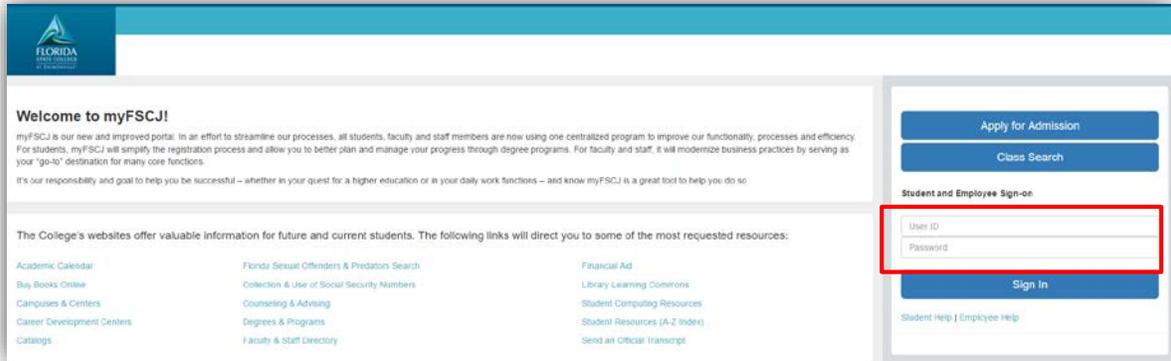


W-4 Tax Information USA - Detailed Guide

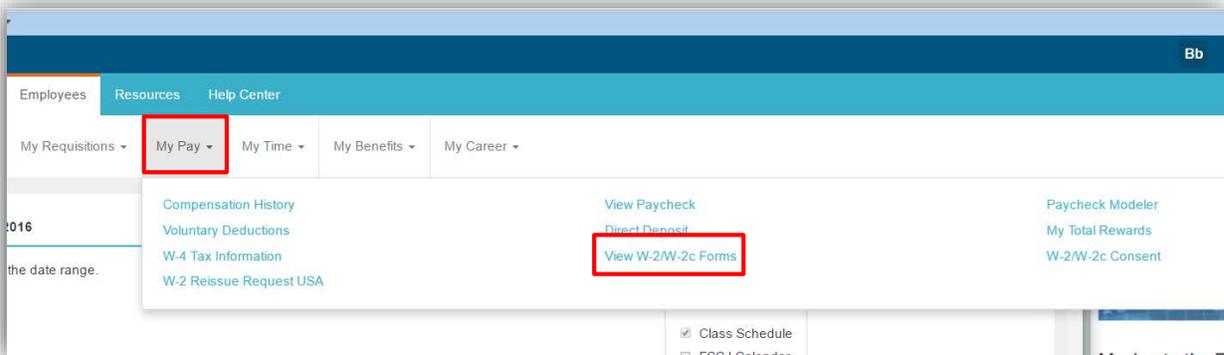
This feature is not active

View W-2/W-2c Forms - Detailed Guide

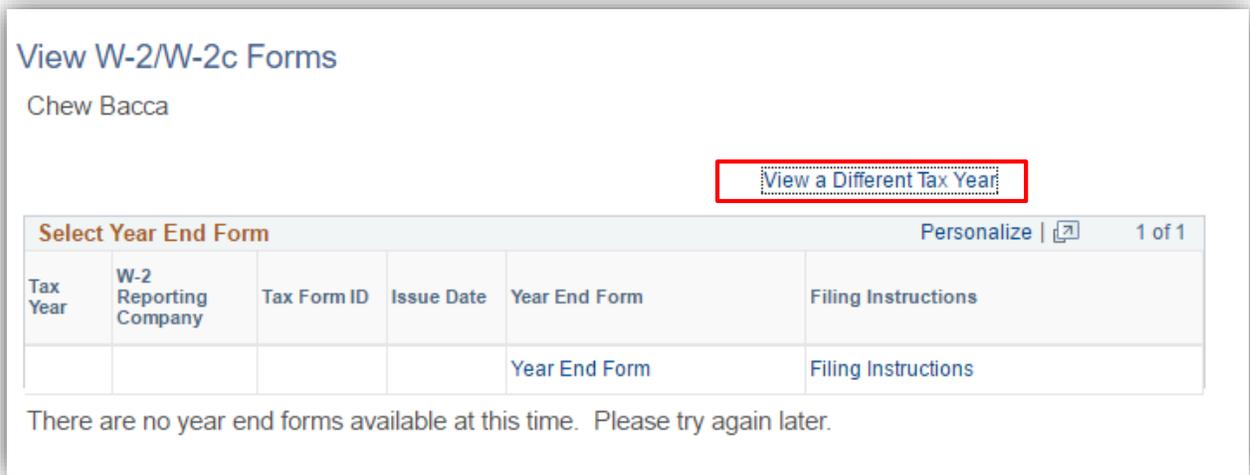
Log into MyFSCJ using your FSCJ logon ID and password



Click the My Pay Dropdown and choose the View W-2/W-2c Forms link



If forms are available, they will show on this page. You may also view forms from previous years.



View W-2/W-2c Forms
Chew Bacca

[View a Different Tax Year](#)

Select Year End Form Personalize | [?] 1 of 1

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
				Year End Form	Filing Instructions

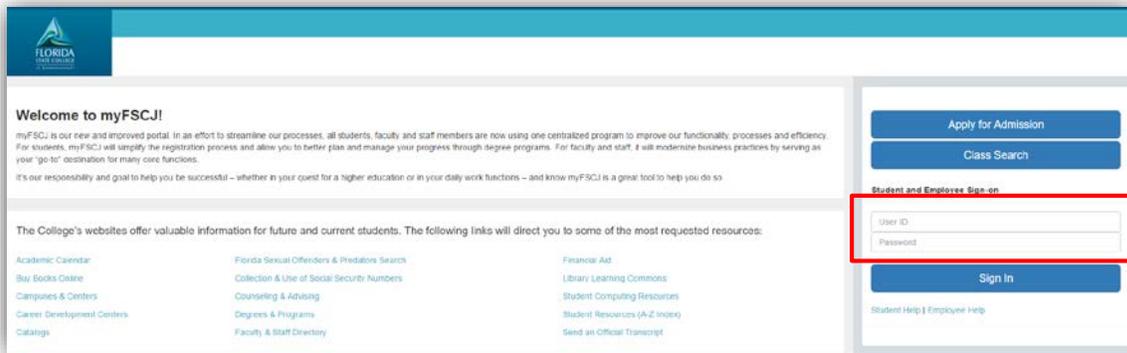
There are no year end forms available at this time. Please try again later.

W-2/W-2c Consent – Detailed Guide

This Feature is not Active

W-2 Reissue Request USA – Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password



Welcome to myFSCJ!

myFSCJ is our new and improved portal. In an effort to streamline our processes, all students, faculty and staff members are now using one centralized program to improve our functionality, processes and efficiency. For students, myFSCJ will simplify the registration process and allow you to better plan and manage your progress through degree programs. For faculty and staff, it will modernize business practices by serving as your "go to" destination for many core functions. It's our responsibility and goal to help you be successful – whether in your quest for a higher education or in your daily work functions – and know myFSCJ is a great tool to help you do so.

The College's websites offer valuable information for future and current students. The following links will direct you to some of the most requested resources:

- Academic Calendar
- Buy Books Online
- Campuses & Centers
- Career Development Centers
- Catalogs
- Florida Sexual Offenders & Predators Search
- Collection & Use of Social Security Numbers
- Counseling & Advising
- Degrees & Programs
- Faculty & Staff Directory
- Financial Aid
- Library Learning Commons
- Student Computing Resources
- Student Resources (A-Z Index)
- Send an Official Transcript

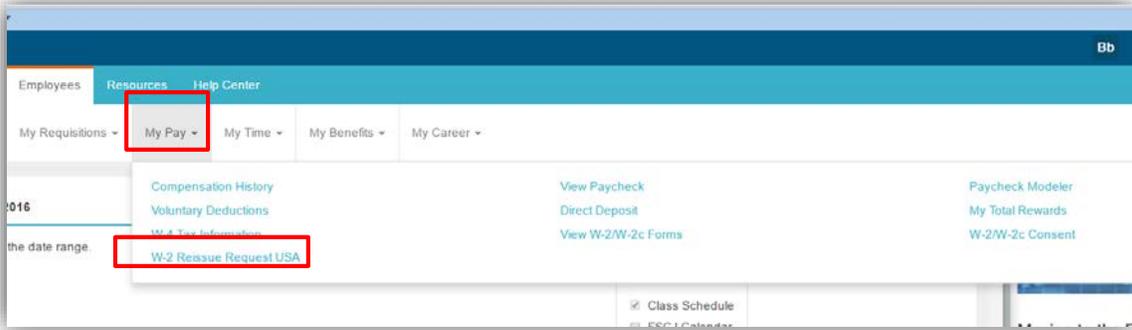
Student and Employee Sign on

User ID
Password

Sign In

Student Help | Employee Help

Click the My Pay Dropdown Choose the W-2 Reissue Request USA link



Enter a year (yyyy) in the “W2 Request for year”. Select from the drop down list where you want your W-2 delivered then click Submit

W-2 Reissue Request
Chew Bacca

Complete the following information to request a reissue of your W-2 form.

Home Address
124 Millenium Falcon Way
Jacksonville Beach 32250

Mailing Address
123 Beach Blvd
Jacksonville FL 32250

W-2 Reissue Request

*W2 Request for year

Select where you want your W-2 delivered

[Return to Year End Form Selection](#)